



ADMISSIONS POLICY

Reviewed January 2023

Scope

The policy applies to the governing board of The Cavendish High Academy. Decisions relating to admissions of all students shall be made by the governing body in consultation with the Principal Headteacher.

Introduction

Cavendish is a Secondary Special School designated for 92 pupils aged 11-19 years with high level special needs:

- Profound and Multiple Learning Difficulties (PMLD)
- Severe Learning Difficulties (SLD)
- Autistic Spectrum Condition + (SLD)

*(*Other CLDD special needs may be considered through EHC plans and on an individual basis)*

Class sizes vary between 5 and 10.

The admission procedures for special schools do not conform to enrolment and admission procedures for mainstream schools. The Governing Board acknowledges the right of mainstream education however believes strongly in the right of parental choice and special education provision as an option. The Cavendish High Academy School is part of the education continuum offering diversity and excellence.

All pupils must have an Education Health & Care plan that includes a Statement of Education Need. The Academy Bill 2012 permits the admission of pupils from other Local Authorities through negotiation with the School and Halton LA.

Local authorities have a responsibility to request a placement for a pupil in a special school. The procedures they are required to follow are detailed in the Crown publication "Special educational needs and disability code of practice: 0 -25 years: 2014".

Decisions regarding acceptance for placement will consider the following:

The placement must be

- Appropriate to the child's age, ability and special educational needs.
- Compatible with the interests of other children already in the school. (If a student admission is deemed to have a potentially negative impact, for reasons of safety and wellbeing, a placement may not be suitable.)
- An efficient use of resources.

The admissions process follows certain steps:

The LA will consult with the school, before naming Cavendish in the EHCPlan. The Principal makes a preliminary decision on the basis of the above considerations and the information provided about the child.

The Principal invites the parents/carers if they have not already done so, to make a visit to the school to satisfy themselves that they are happy with the placement. The child will also be invited to the school or will be assessed in their current provision by a member of the Senior Leadership Team.

The Principal informs the LA of the outcome of the parental visit and of their decision.

On occasions, parents may contact the school to visit prior to notifying their LA. In that case, the Principal will inform the LA of the proposed visit and advise parents/carers how to make an application for a place at the school.

If the LA wishes to insist on a placement despite the Principal's decision, the Principal will consult the Governing Board who will make a decision whether or not to appeal to the LA.

PRINCIPLES

- Priority placements will be awarded to children and young people with needs that match the designation of the school.
- The Academy will admit pupils from the age of 11 years until 18 years.
- The Academy will admit up to a **maximum** number of 10 pupils per teaching group as deemed annually by its organisational structure and the needs of the young people.
- The Academy will admit pupils throughout the year determined by the Education Health & Care Plan: Statement of Educational Need procedures in liaison with Halton Borough Council Children & Young People Department, other Local Authorities and Commissioning Agencies.

- Annual Reviews and Education Health Care Plan reviews will be held where provision will be reviewed under the Code of Practice 2014.
- Transition Reviews will be held at Yr6 (pre-admission), Yr9 and Yr11 and Yr 14 where appropriate provision will be discussed and funding arrangements agreed.
- Place funding is provided directly from the ESfA for 92 places. Additional placement funding will be recouped from Commissioning Agencies.
- High Needs (Top-up) funding will be recouped directly from Commissioning Agencies.

Admission Criteria

If the school or age group is likely to be over-subscribed/full, the following criteria will apply for admissions:

1. Children whose needs can best be met within the current age group and are compatible with the needs of current students and the designation of the school.
2. Children living in Halton.
3. Children from other local authorities where criterion 1 is met.

IN CONCLUSION

The Academy seeks to aid parents through the complex issues surrounding admission to a special school. Where possible parents will have the opportunity to visit the school, meet the staff and, if appropriate, pupils and discuss with a member of the Senior Leadership Team the services provided by Cavendish, which may meet their child's needs. Once it is decided that a child be placed at Cavendish, on availability, they will be admitted. A transfer process to school will be agreed which may include visits, part-time or full-time placement or gradual introduction to the school. The Principal Headteacher and staff believe in a collaborative approach to school admission and will work alongside parents and agencies to ensure a successful transition to school.

Signed: C Howard. Chair of Governors.